



State of Arizona

Department of Education

# School Food Programs USDA Foods Ordering Manual

*\*\*\*In Progress- Updated 6-27-16*



User Name:   
Password:   
  
☐ Remember Me



NOTICE: This system is the property of the State of Arizona and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

USER ID: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

<https://cnp.azed.gov/cnpmyfoods>

# **NEW or RETURNING RECIPIENT AGENCY CHECKLIST SY17**

## **New Recipient Agency (RA):**

- ☐ Must be a National School Lunch Program Approved RA
  - [www.azed.gov/health-nutrition/nslp/operate-nlsp/how-to-apply/](http://www.azed.gov/health-nutrition/nslp/operate-nlsp/how-to-apply/)
  - On the NSLP application, select YES in Section 5 “General Information” Question 2, “Participate in the USDA Foods Program”
- ☐ Attend Training to Obtain Access to *my*FOODS
  - \* Register for USDA Foods- myFOODS Food Distribution System Training at: <https://ems.azed.gov/Home/Calendar>
- ☐ Complete & Submit “Delivery Destination Form”
  - [www.azed.gov/health-nutrition/food-distribution/getting-started/](http://www.azed.gov/health-nutrition/food-distribution/getting-started/)
  - Located in the USDA Foods Documents and Examples
  - Email to [FDP@azed.gov](mailto:FDP@azed.gov) or Fax to (602) 542-3818
- ☐ Complete and Submit US Foods Credit Application
  - ADE will email a credit application for US Foods upon receipt of a completed “Delivery Destination Form”. Submit completed credit application to US Foods.
- ☐ Email School Calendar to US Foods

## **Returning Recipient Agency (RA):**

- ☐ National School Lunch Program Approved RA
  - On NSLP application, select YES in Section 5 “General Information”, Question 2, “Participate in the USDA Foods Program”
- ☐ Update *my*FOODS - “Delivery Sites” and “Contacts”
- ☐ Email school calendar & delivery fee payment method (purchase order, business check, etc.) to US Foods prior to first shipment.

NOTES: \_\_\_\_\_  
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## **CONTACTS AND DELIVERY SITES**

### **Getting There:**

#### **CONTACTS:**

- Select “Contacts” located in the menu bar.
- Select “Edit”.
- Make any changes needed. Separate multiple email addresses with a comma or semi-colon. Emails will go to all listed.
- Select “Update”.
- Repeat steps for all types: Food Service Director, Program Contact & Billing Contact.

#### **DELIVERY SITES:**

- Select “Delivery Sites”.
- Select “Edit”.
- Verify all information and make changes, as needed. Separate multiple email addresses with a comma or semi-colon. Emails will go to all listed.
- Select “Update”.
- Complete for all delivery sites.

**\*\*Contact ADE to create a delivery site within myFOODS\*\***

#### **MY AGENCY:**

- Select “Edit”
- Make any changes\*\* The user may only update his/her information
- Select “Update”
- Email [FDP@azed.gov](mailto:FDP@azed.gov) to deactivate any user who no longer needs access to myFOODS

#### **NOTES:**

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## **ENTITLEMENT AND TOTAL MEAL COUNT**

ADE receives federal “ENTITLEMENT” funds at the beginning of each CALENDAR YEAR for distribution to all RAs for use in the upcoming SCHOOL YEAR. RAs determine the use of these funds by completing catalog requisitions, brown box and processing, and/or setting aside funds for DoD Fresh during the catalog requisition period, usually in the early Spring.

“Entitlement” is distributed to RAs based on a fair share model utilizing the RA’s Total Meal Count from the most recent complete year (New RA’s will approximate their Total Meal Count). RAs are encouraged to plan all their entitlement fund’s usage during the catalog requisition period. However, RAs are not penalized if they do not utilize any portion of their entitlement.

### **Getting There:**

- Click on “View Entitlement” in the menu bar
- Select the current “Entitlement Balance for Year” (\$ 2016-2017)

## **DOD Fresh**

The Department of Defense (DoD) Fresh Program allows schools to use [USDA Foods](#) entitlement dollars to buy fresh produce. The program is operated by the Defense Logistics Agency at the Department of Defense. An RA who wishes to participate in the DoD Fresh Program must “SET ASIDE” funds during the open catalog dates. DoD Fresh will no longer have a designated catalog. Funds for DoD Fresh must be “Set Aside” in the “Entitlement” section of *myFOODS* during the catalog availability dates. This “Set Aside” amount may be changed at any time and as frequently as needed during the catalog requisition time period.

**\*\*DoD Fresh produce cannot be used for the FFVP Grant Program\*\***

### **Getting there:**

- Select the “VIEW ENTITLEMENT” section in the menu toolbar.
- Type in dollar amount.
- Click “Update”

## Product Catalogs

There are three product catalogs: “Brown Box”, “Processing Diversion”, and “Surplus”. “Brown Box” & “Processing Diversion” catalogs will be made available in February and are due in March for the upcoming school year. It is highly recommended that you submit catalog requisitions as there will be few, if any, automatic allocations posted in myFOODS. By submitting requisitions, you are requesting food materials that best meet your menu needs. The system does not limit the number of requisitions RAs may submit. **Entitlement is drawn down AT THE TIME of “My Shopping Cart” “Checkout”.**

**NOTE\*\*\* Brown Box and Processing Diversion Catalog Requisitions MUST BE CHECKED OUT SEPERATELY\*\*\***

This error message will appear: **“Materials already in cart are not from the same catalog as materials being added. Please checkout current order before attempting to add materials from another catalog.”**

### Getting There:

#### ➤ “SURPLUS”

- a) Click on “Product Catalog” in the menu toolbar.
- b) Select “SURPLUS”. Any materials currently in the shopping cart will display. Catalog deadlines are also displayed.
- c) Select a category.
- d) Click on the box in the “Select” column to choose the material.
- e) Click “Add to Cart” \*\*\*Can select “Checkout” from this point, if desired.

\*\*\* Selected materials must be added to the cart before selecting a different category.

You may choose to add materials from another category and repeat steps b-d.

- f) Select “My Cart”. Materials may deleted at this time, if needed.
- g) Select “Checkout”. Materials may deleted at this time, if needed.
- h) Type in requested quantity amounts in the “Cases” box by the desired delivery date.
- i) Click “Update Cart Value” periodically to view entitlement draw down.
- j) Select “Continue”.
- k) Select “Place Requisition” to place the request, select “Modify Requisition” to modify the request or select “Empty Cart” to remove all requests in the cart.
- l) A requisition number will appear. You may select “Click here to view” or “Continue” to return to the product catalog section.

m) All requisitions may be found under “My Requisitions” “Submitted”.

Select the **right arrow to expand the view** and select “View”.

## **Getting There:**

### ➤ **“BROWN BOX”**

a) Click on “Product Catalog” in the menu toolbar.

b) Select “Brown Box”. Any materials currently in the shopping cart will display. Catalog deadlines are also displayed.

c) Select a category.

d) Click on the box in the “Select” column to choose the material.

e) Click “Add to Cart” \*\*\*Can select “Checkout” from this point, if desired.

\*\*\* Selected materials must be added to the cart before selecting a different category.

You may choose to add materials from another category and repeat steps b-d.

f) Select “My Cart”. Materials may be deleted at this time, if needed.

g) Select “Checkout”. Materials may be deleted at this time, if needed.

h) Type in requested quantity amounts in the “Cases” box by the desired delivery date. (9/15 refers to the first half of the month & 9/30 refers to the second half of the month - This is when USDA delivers to US Foods, not your delivery site).

i) If you are a direct ship school (can take at minimum a third of a truck – about 304 cases – shipped directly to your warehouse) please select your district’s name from the drop down next to the materials you want shipped directly to your warehouse, otherwise leave the delivery location at US Foods.

j) Click “Update Cart Value” periodically to view entitlement draw down.

k) Select “Continue”.

l) Select “Place Requisition” to place the request, select “Modify Requisition” to modify the request or select “Empty Cart” to remove all requests in the cart.

m) A requisition number will appear. You may select “Click here to view” or “Continue” to return to the product catalog section.

n) All requisitions may be found under “My Requisitions” “Submitted”.  
Select the **right arrow to expand the view** and select “View” or “Edit”.

o) An RA may edit any requisition PRIOR to catalog deadline by selecting “Edit” in the “My Requisitions” section.

➤ **PROCESSING DIVERSION- ONLY IF PARTICIPATING IN PROCESSING**

- Based on a tentative menu for the following year, how many servings will be needed, and how many pounds of a bulk USDA Food you will send?  
Enter the number of pounds next to the material you would like to divert to a processor, and select which processor you would like to send them to from the drop down.

**Getting There:**

- a) Click on “Product Catalog” in the menu toolbar.
- b) Select “Processing Diversion”. Any materials currently in the shopping cart and catalog deadlines will display.
- c) Select a category.
- d) Click on the box in the “Select” column to choose the material.
- e) Click “Add to Cart”.

\*\*\* Selected materials must be added to the cart before selecting a different category.

You may choose to add materials from another category and repeat steps b-d.

- f) Select “My Cart”. Materials may be deleted at this time, if needed.
- g) Select “Checkout”. Materials may be deleted at this time, if needed.
- h) Select a processor from the drop down bar.
- i) Type in requested pound amounts in the “Pounds” box. (300 pound min)  
Click “Update Cart Value” to view entitlement draw down.
- j) Select “Continue”.
- k) Select “Place Requisition” to place the request, select “Modify Requisition” to modify the request or select “Empty Cart” to remove all requests in the cart.
- l) A requisition number will appear. You may select “Click here to view” or “Continue” to return to the product catalog section.
- m) All requisitions may be found under “My Requisitions” “Submitted”. Select the right arrow to expand the view and select “View” or “Edit”.
- n) An RA may edit any requisition PRIOR to catalog deadline by selecting “Edit” in the “My Requisitions” section.

\*\*\* For more information on Processing, visit [www.azed.gov/health-nutrition/food-distribution/](http://www.azed.gov/health-nutrition/food-distribution/) and click on “USDA Foods Processing”.

## My Shipments

Delivery dates, delivery locations, available materials, available quantities, shipment calendars, and shipment verifications are placed in this area. RA's are responsible for scheduling shipments and verifying those shipments within a timely manner. Failure to schedule shipments for materials will result in a loss of product and excess storage fees of \$1.10 per case.

## Schedule a Shipment

### Getting There:

- a) Click on "My Shipments" in the menu toolbar.
- b) Three tabs appear, "Available Materials", "Shipment Calendar", and "Shipment Verification".
- c) In the "Available Materials" tab, click on the box in the "Select" column to choose the material to schedule a delivery. You must select at least one material but, you may select several.
- d) Select "Schedule Selected Items".
- e) Select a "Delivery Location". Click on the down arrow to select a different location.
- f) Based on the total available, type in a quantity in the box below the available date. The system will prompt a red error message "Requirement NOT met" if the minimum delivery **has NOT been met** for a delivery date. If a minimum delivery amount **has been met**, a green "Requirement met." is indicated. All "Total Available" quantities must be scheduled for each material before you can successfully "Create Shipment(s)".
- g) When total amount for selected materials has been scheduled, select "Continue". Note\*\*\* You may "Cancel" at this point.
- h) Select "Create Shipment(s)" OR "Edit Amounts" to change the quantity for a material.
- i) A dialogue box appears. Click "Ok".

## View Shipments

All scheduled shipments can viewed in myFOODS in two forms, "Calendar View" or "List View".



### **Getting There:**

- a) Select “My Shipments”.
- b) Select tab “Shipment Calendar”.
- c) The default view is set to “Calendar View”. To change to “List View”, select the circle.
- d) Select “View”.
- e) The shipment details appear. To print or email, select “Print Shipment”.
- f) A dialogue box appears at the bottom of the screen. Select one of the options, “Open”, “Save”, or “Cancel”.

## **Shipment Verification**

RA's are responsible for verifying shipments from the contracted warehouse in the myFOODS system. All shipments **must be verified within 7 days** of Shipment Confirmation by the warehouse.

### **Getting There:**

- a) Select “My Shipments”.
- b) Select tab “Shipment Verification”.
- c) Locate shipment and select “Edit”.
- d) Verify all information listed.
- e) If shipment details are correct, select box for: “All Materials on this shipment were received as listed as ‘Quantity Shipped’” under the Certification area.
- f) If additional items were shipped and not indicated in the detail information, select box for: “Additional Materials were received that are not listed” under the Certification area.
- g) For discrepancies of quantities less than indicated, type in correct amount shipped in the “Quantity Verified” column. Leave both boxes under the Certification area unchecked.
- h) Select box for: “I have reviewed and compared the above commodity list with my shipment(s) for the same period. I have indicated the results of the comparison by selecting the appropriate checkbox(es) above.”
- i) Type in comments in the available area, as needed.
- j) Select “Save”. No changes can be made after this point. Verification is complete once check box, verified by and verified date is complete.

## Reports

1. **209 Report- USDA Foods Allocated & Received – DOES NOT FUNCTION, YET**
2. **Requisition Ent/ Bonus Status Detail- By Requisition** - All catalog requisitions are listed by requisition number.
3. **Requisition Ent/ Bonus Status Detail- By Material** - All catalog requisitions are summarized and listed by material number. View declined requisitions here.
4. **Material File Listing (USDA only)** - November 15<sup>th</sup> Pricing
5. **Materials Available in Catalog** - A list of available USDA Foods for the school year, including the value and delivery type

### Getting There:

- Click “Reports” in the menu bar.
- Click on the desired report.
- Select “Run Report” to display a PDF version **OR** select “Show Grid” to display options to Export to Excel, CSV, or Word.
- A separate message bar appears at the bottom of the screen with three options: “Open”, “Save” & “Cancel”.
- Select “Open”.
- You may save, print or exit the document.

## Documents

Displays current documents for the school year including current training manual.

## Links

Links for helpful sites, including FFAVORS (DoD Fresh website), are shown here. Email any additions to [FDP@azed.gov](mailto:FDP@azed.gov)

## Contact Us

Locate your School Foods team information and the US Foods team here.

# **HELPFUL INFORMATION**

## **School Food Programs Contact Information**

**Mailing Address:**     **Arizona Dept. of Education School Food Programs**  
1535 W. Jefferson Street, Bin 7  
Phoenix, Arizona 85007

**Physical Address:**   **Arizona Dept. of Education School Food Programs**  
3300 N. Central Avenue, 19th Floor  
Phoenix, Arizona 85012

**Phone: 602-542-8700**

**Fax: 602-542-3818**

**Department email: [FDP@azed.gov](mailto:FDP@azed.gov)**

**Dawn Irvine**

Program Specialist, Processing  
602-364-0714

[Dawn.Irvine@azed.gov](mailto:Dawn.Irvine@azed.gov)

**Linda Souza-Thompson**

Program Project Specialist  
602-542-8721

[Linda.Souza-Thompson@azed.gov](mailto:Linda.Souza-Thompson@azed.gov)

**Sandy Fitzner**

Program Specialist, Trainer & DoD Fresh  
602-542-8741

[Sandy.Fitzner@azed.gov](mailto:Sandy.Fitzner@azed.gov)

**Veronica Cramer**

Contracts Manager  
602-364-1965

[Veronica.Cramer@azed.gov](mailto:Veronica.Cramer@azed.gov)

**Airica Lisenbee**

Program Specialist, Reviewer  
602-364-1973

[Airica.Choquette@azed.gov](mailto:Airica.Choquette@azed.gov)

**Michael Soto**

Program Specialist, FFVP  
602-542-8704

[Michael.Soto@azed.gov](mailto:Michael.Soto@azed.gov)

**Ashley Schimke**

Program Specialist, Farm to School & School Gardens  
602-364-2282

[Ashley.Schimke@azed.gov](mailto:Ashley.Schimke@azed.gov)



# USDA Foods Warehouse for Arizona Department of Education

## For School Year 2016-2017

US Foods, Inc.

Billing Address: P.O. Box 52531, Phoenix, AZ 85072

Physical Address: 4650 West Buckeye Road Phoenix, AZ 85043

Phone Numbers: (602) 269-7241; (602) 352-3471; Toll Free: (800) 451-6638; (800) 367-5690

### Contacts:

Pam Bowers USDA Foods Coordinator (602) 352-3439 pamela.bowers@usfoods.com  
Rose Garcia USDA Foods Coordinator (602) 352-3441 rose.garcia@usfoods.com

**Delivery Time Window:** Between 6:00 a.m. and 2:30 p.m. (Phoenix time)

### Delivery Levels SY 16/17:

Prep Site 10 case minimum for TOTAL LUNCH COUNT of 50,000 or less  
20 case minimum for TOTAL LUNCH COUNT of 50,001 or more

Warehouse\*\* 100 case minimum, exchangeable pallets & forklift

Pick up\*\* 100 case minimum, exchangeable pallets, & refrigerated truck required

### Minimum Case Requirements:

US Foods will charge orders under minimum case requirement. Multiple orders for each delivery date will not be combined.

### Outlying Delivery Schedule:

Outlying areas may be once or twice a month deliveries based on location. Available delivery dates are reflected in myFOODS.

### Delivery Fees:

Purchase Orders need to be submitted each year prior to the first delivery. If your district does not require a PO, submit a Declaration Statement on school letterhead. Fax to (602) 352-2260 or (602) 352-3444.

<u>Prep Site:</u>	\$3.04 per case**	(10 case minimum for TOTAL LUNCH COUNT of 50,000 or less) (20 case minimum for TOTAL LUNCH COUNT of 50,001 or more)
<u>Warehouse:</u>	\$2.40 per case**	(100 case minimum, exchangeable pallets & forklift required)
<u>Pick Up:</u>	\$1.87 per case**	(100 case minimum, exchangeable pallets & refrigerated truck required)

\*\*\$0.25 administrative fee included



### **Delivery Do's**

- ✓ Do meet your minimum case requirement.
- ✓ Do use the order inquiry printout to verify all cases ordered were in fact received, before the driver leaves.
- ✓ Do notify the driver of any cases not received, substituted, damaged, etc., prior to signing the invoice.
- ✓ Do sign the driver's invoice after any and all discrepancies have been changed on the invoice.
- ✓ Do have an employee available to receive the delivery from 6 am-2:30 pm.

### **Delivery Don'ts**

- ✓ Don't take substitutions.
- ✓ Don't take damaged cases.
- ✓ Don't have multiple shipments for the same date and delivery site.